

Department of Veterans Affairs

Medical Center

Portland Oregon

V a c a n c y A n n o u n c e m e n t**POSITION:** Pharmacy Aid, GS-661-3, Pharmacy Technician GS-661-4, GS-5, (Target 6), or GS-6**TYPE OF VACANCY:** Permanent**NUMBER OF VACANCIES:** One Full-time position**SALARY RANGE:** GS-3: \$21,085 to \$27,409; GS-4: \$23,669 to \$30,766; GS-5: \$26,482 to \$34,423; GS-6: \$29,519 to \$38,375 per annum**POSITION DESCRIPTION:** GS-3: 1419; GS-4: 1420; GS-5: 1253; GS-6: 1252**NOTE 1:** Applications received by 6/30/03 will be given first consideration for this vacancy.**NOTE 2:** Applicants without current or prior Federal Service will be appointed at the step one of the grade.**NOTE 3:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**NOTE 4:** This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.**NOTE 5:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.**NOTE 6:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.**NOTE 7:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.**NOTE 8:** Fingerprinting by Human Resource staff will be required of all tentatively selected applicants as part of a pre-employment security background investigation.**NOTE 9:** This is a Bargaining Unit position**TOUR OF DUTY:** Evenings, rotating days off. The work conditions may require a change in the tour of duty.**LOCATION:** This position is located in Pharmacy Service, Portland, OR Division. Although this position is located at the Portland, OR Division at this time, it may be necessary to utilize the selected person's services at either Medical Center Locations if conditions require it in the future.

AREA OF CONSIDERATION: Applicants will be considered in the following order: **First consideration** will be given to career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are employees of the Willamette National Cemetery, Regional Office and Veterans Outreach Center. **Employees who have received "Directed Reassignments" will be given priority consideration for any reassignment opportunity for which the employee has applied and meets the minimum qualification requirements. Such employees must include a copy of their "Directed Reassignment" letter with their application package.** **Second consideration** will be given to employees of other VA facilities; and **Third consideration** will be given to employees with competitive status outside the VA i.e., those with transfer or reinstatement eligibility. Veterans Readjustment Eligibles (VRA) may file and be considered concurrently with employees in the third consideration. The VRA is a special hiring program for:

1. a. Veterans in the military beginning on (02/28/61) and ending on (05/07/75), in the case of a veteran who served in the republic of Vietnam during that period; b. Veterans in the military during the Vietnam era (08/08/64) through 05/07/75), in all other cases and who are hired within 10 years of their last date of discharge from active duty;
2. Post-Vietnam era Veterans who first began active duty on or after (05/07/75); and are hired with 10 years of their last date of discharge from active duty
3. Disabled Veterans with a service-connected disability of 30% or more may be hired without a time limit on eligibility.

Also, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply under the third consideration.

Displaced/Surplus Federal Employees: Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

DUTIES: The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract: Incumbent performs, independently with minimal supervision, a variety of duties requiring a comprehensive degree of skill and knowledge in inpatient, outpatient, and/or IV sections. Independently fills prescriptions and compounds common stock items; admixes IV piggybacks and large volume parenterals; and may fill unit dose cassettes under the supervision of a pharmacist. Incumbent answers telephone inquiries concerning prescription requests; may prepare procurement requests and maintains accurate and complete records of purchases, receipts and commitments; receives supplies and stores appropriately, rotates stock on shelves and removes outdated items, may deliver drug items including narcotics and controlled drugs to wards, and operates hospital computer system, drug prepackaging, labeling and filling equipment. Incumbent will fill prescriptions performing initial review of prescriptions for completeness, i.e. date, drug, directions, etc., check for drug allergies, and review patient profile. He/she must be alert for drug interactions, will resolve routine administrative questions and problems referring difficult problems to the pharmacist.

GENERAL REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook TS-2 for GS-661 series, dated August, 1994 apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment are applicable.

MINIMUM QUALIFICATIONS:

General Experience: **GS-3:** Six months of experience in any type of work that demonstrates the ability to perform the work of the position. **GS-4:** Six months of experience in any type of work that demonstrates the ability to perform the work of the position. **GS-5 & GS-6:** Generally not applicable.

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Specialized Experience: **GS-3:** Not applicable. **GS-4:** Six months experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in federal service. **GS-5:** 1 year specialized experience equivalent to GS-4 in federal service. **GS-6:** 1 year specialized experience equivalent to GS-5 level in federal service.

Substitution of Education for Experience: **GS-3:** Successful completion of 1 year of study (post-hs) that included a course in biology, chemistry, or physics. **GS-4:** Successful completion of 2 years of study in pharmacy or pharmacy technology that included at least 12 semester hours in courses in the care, storage, distribution, and preparation of pharmaceuticals, and appropriate laboratory work. **GS-5:** Successful completion of a full 4-year course of study leading to a bachelor's degree with a major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses. This education must have been obtained in an accredited business of technical school, junior college, college or university. **GS-6:** Graduate education or an internship that meets the specialized experience required only in those instances where it directly relates to the position.

RATING FACTORS: *On a separate sheet of paper, provide a written, detailed response to each of the RATING FACTORS. Failure to respond to rating factors will result in applicant not being referred for the position.* **1.** Knowledge of and ability to apply medication policies and procedures, formulary medication, and medical/pharmaceutical terms, nomenclature, systems etc. in the processing of prescriptions. **2.** Knowledge of and the ability to apply medication policies and procedures, formulary medications, and medical/pharmaceutical terms, nomenclature, systems, etc in the processing requests for medical supplies or in the procurement and receipt of pharmacy stock. **3.** Knowledge of and ability to apply medication policies and procedures, formulary medications, and medical/pharmaceutical terms, nomenclature systems, etc. in the processing of IV admixture orders and other compounded product orders. **4.** Ability to communicate effectively (this includes the ability to control emotions when working under stressful situations and/or with people from a variety of background and levels of understanding so that effective communication can take place). **5.** Ability to complete tasks thoroughly and independently with little direct supervision (this includes the ability to organize work, follow instructions, and write legibly and accurately). **6.** Knowledge of and ability to apply medication policies and procedures, formulary medications, and medical/pharmaceutical terms, nomenclature systems, etc. in the processing of unit dose orders for outpatient and clinic medications.

WELL-QUALIFIED (CTAP/ICTAP): A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

HOW TO APPLY (First Considerations): In order to be considered for this vacancy, **interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment**, to be received in Human Resources Management Division (P4HRMS) **no later than first consideration date for first consideration. Applicants are responsible for completing and submitting VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than first consideration date for first consideration.** VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also no later than first consideration date for first consideration. This position will remain open until filled. These forms are available in Human Resources Management Division.

HOW TO APPLY (All Other Considerations): You may submit OF 612 (Optional Application for Federal Employment), a resume, or other written format (i.e., SF-171). If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Division:

- a. OF-306, "Declaration for Federal Employment".
- b. SF 50, "Notification of Personnel Action" (for proof of civilian Federal status).
- c. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- d. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof).
- e. On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above.
- f. Appropriate proof of ITCAP eligibility.

HOW TO OBTAIN FORMS:

In Portland:

VA Medical Center
Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)
Portland, OR 97207. Phone # (503) 273-5236

If Mailing:

VA Medical Center,
Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **First consideration will be given to those who apply no later than 6/30/03, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

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